

Date: [Insert Date]

To: [Candidate Name]

Subject: Interview Confirmation and Confidentiality Agreement - [Position Name]

Dear [Candidate Name],

We are pleased to confirm your interview for the [Position Name] role with [Client Name]. Below are the details regarding your upcoming meeting:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location/Link:** [Insert Address or Video Link]
- **Interviewers:** [Insert Names and Titles]

Confidentiality Agreement

As this is an executive-level search, all information shared during the interview process is strictly confidential. By proceeding with this interview, you agree to the following:

1. You will not disclose the identity of the client or the details of the position to any third party.
2. You will keep all proprietary business information and documents shared during the process secure and private.
3. The client and the search firm will similarly maintain the confidentiality of your candidacy and current employment status.

Please reply to this email to confirm your attendance and your agreement to the confidentiality terms outlined above.

We look forward to our discussion.

Best regards,

[Your Name]

[Your Title]

[Executive Search Firm Name]